

OHIO HOUSING TRUST
 ACH CREDIT METHOD ADDENDA RECORD FORMAT INSTRUCTIONS
 PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION

KEY BANK 4910 TIEDEMAN RD BROOKLYN, OH 44144	ROUTING NUMBER 021052053 BANK ACCOUNT NUMBER 68361579
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Payment information must be formatted as shown in this **sample record**:

**TXP * 123456789 * 5501 * 220131 * T * 1550000 **
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 Begin Record 9-Digit FEIN Number Tax Type Code Last Day of Reporting Amount Type Payment Amount End Record
 (Always use TXP) (no hyphens) (see below) Period (Always use T) Example \$15,500.00
 (YYMMDD Format) (No commas or decimals)

Use “ * “ to separate each entry, and end with “ \ “. DO NOT USE SPACES OR DASHES IN YOUR FORMAT.

The correct addenda record format must be followed to avoid possible rejection of your payment and additional charges. These instructions are for ACH credit only. Wire transfers using this banking information the wire will reject.

HOUSING TRUST

Tax Type Code 5501

NACHA TXP CONVENTION LAYOUT FOR ACH CREDIT PAYMENT

DATA ELEMENT NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	NACHA’S Record Type Code	1	7
2	NACHA’S Addenda Type Code	2	05
3	Segment Identifier	3	TXP
4	Separator	1	*
5	Federal ID Number	9	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Last Day of Reporting Period	6	Numeric (6) digits YYMMDD
10	Separator	1	*
11	Amount Type Code	1	T
12	Separator	1	*
13	Payment Amount	Variable	Numeric (always enter cents)
14	Segment Terminator	1	\

If you have any questions, please call Ohio Treasurer Electronic Payment Department
 877-338-OHIO